

# LONGHAM PARISH COUNCIL

Minutes of the Annual Meeting of Longham Parish Council held on Monday 18<sup>th</sup> May 2026, at 7.55pm in the Village Hall.

Present: Cllr Susan Douglas (Chairman)  
Cllr Clare Mitton  
Cllr Paula Verden

D/Cllr Richard Duffield  
Five Members of the Public  
Sheryl Irving (Clerk)

## **1. Election of Chairman and signing of declaration of acceptance of office.**

Cllr Mitton proposed that Cllr Douglas be elected as Chairman, this was seconded by Cllr Verden and unanimously agreed by Council. Cllr Douglas duly signed her declaration of acceptance of office.

## **2. Election of Vice Chairman and signing of declaration of acceptance of office.**

In the absence of Cllr Donna McLeod, it was agreed to defer this to the next meeting.

## **3. Welcome and apologies for absence (apologies received from Cllr Paul O'Brien and District Cllr Roger Atterwill).**

The Chairman welcomed everyone to the meeting. Apologies received from Cllr O'Brien were approved. Apologies were also received from D/Cllr Atterwill.

## **4. To receive any declarations of interest.**

There were none received.

## **5. To approve the minutes of the meeting held on 16<sup>th</sup> March 2026.**

Cllr Douglas proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Mitton and unanimously agreed by Council. The Chairman duly signed the minutes.

## **6. To receive an update regarding the one council vacancy and consider the co-option of a new Council member.**

Council noted there is a possible interest from a member of the public and it is hoped that this person can attend the next meeting.

## **7. Meeting open for public participation.**

There were no matters raised by members of the public.

## **8. To receive County and District Councillors reports.**

County and District Cllrs had both reported at the preceding Annual Parish Meeting and there was no more to add.

## **9. Planning Matters.**

### **a) Applications for consideration.**

There were no applications for consideration.

### **b) Decisions to note.**

Council noted the following application remains pending.

- PL/2025/0998/FMAJ – land at Dykewood Farm, Beeston - proposed construction of ground mounted solar panel arrays and associated infrastructure.

The following application has been approved.

- PL/2026/0390/HOU – Chalfont, Chapel Road - demolition of substandard conservatory and construction of single storey flat roof extension to rear

### **c) To receive an update regarding the Breckland Local Plan.**

There was no update in respect of the Local Plan.

## **10. Highway Matters - to receive updates on any matters previously reported and to consider any new highway issues.**

Council noted the following update:

- Overgrown hedge on Honeypot Lane – now cut back.

## **11. To receive a report in respect of the Playing Field and Play Area.**

Council noted that all was in good order with the exception of the footpath and dog bin to the rear of the field, which will be cut back.

## **12. To receive an update regarding the Clay Pits (a county wildlife site).**

For the benefit of new residents to the village attending the meeting, the Chairman said the site was a county wildlife site, with interesting flora and fauna and the Parish Council was restoring the site. It was hoped to install boardwalks, a viewing area and notice board with the aid of grant funding.

**13. To receive an update in respect of the Village Defibrillator.**

The Chairman reported that the unit was in good order.

**14. To receive an update regarding the proposed High Grove Solar Farm, the Regener8 site at Beeston, and the George Freeman Action Group.**

There was no update in respect of this matter.

**15. To receive an update regarding matters raised in the annual inspection of assets:**

- **Backless benches on Playing Field.**
- **Bench on the Green, Chapel Road.**

A quote will be obtained to replace some of the woodwork on the Chapel Road bench.

**16. Finance and Governance**

**a) To receive a financial report for the years ending 31<sup>st</sup> March 2026 and 31<sup>st</sup> March 2027.**

The financial reports (attached) were noted.

**b) To receive an update regarding the annual insurance renewal.**

Council noted that three quotes had been obtained, one was much higher than the renewal price and the other did not offer the level of cover required. Council agreed to renew with Zurich at the cost of £448.00.

**c) To note the new website address – [www.longhamparishcouncil.gov.uk](http://www.longhamparishcouncil.gov.uk).**

Council noted the new address.

**d) To receive the internal auditors report and consider any recommendations.**

Council noted the report which had found all to be in good order and agreed the minor recommendations regarding two policy documents.

**e) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.**

Cllr Douglas proposed approval of the Certificate of Exemption, this was seconded by Cllr Mitton and unanimously agreed by Council. The Chairman duly signed the certificate.

**f) To approve the annual governance statement in the 2025-26 Annual Return.**

Cllr Douglas proposed approval of the Annual Governance Statement, this was seconded by Cllr Mitton and unanimously agreed by Council. The Chairman duly signed the statement.

**g) To approve the Statement of Accounts in the 2025-26 Annual Return.**

Cllr Douglas proposed approval of the Statement of Accounts, this was seconded by Cllr Mitton and unanimously agreed by Council. The Chairman duly signed the statement.

**h) To authorise financial payments as set out below and note any receipts.**

Cllr Douglas proposed approval of the payments listed, this was seconded by Cllr Mitton and unanimously agreed by Council. The receipts were noted.

**PAYMENTS**

P2	Clerk Salary & Allowance – April (includes incremental salary increase)	£168.52 (SO)
P2	HMRC PAYE	£26.40
P4	Clerk Salary & Allowance – May	£158.12 (SO)
P4	HMRC PAYE	£36.80
P6	Annual Insurance Renewal	£448.00
P5	The Conservation Volunteers	£432.00
P7	Internal Auditor	£40.00
P8	Grass Contractor (1 of 3)	£721.00
P9	Website Annual Renewal	£142.06
	Bank Charges (Apr/May)	£14.00

**RECEIPTS**

	Bank Interest	£43.57
R1	Breckland – Precept (1 of 2)	£4,150.00
R2	HMRC VAT Return year ending 31 <sup>st</sup> March 2026	£360.55

**17. Correspondence for circulation**

There was no correspondence to consider.

**18. To receive any new items for the next agenda.**

There were no new items received for the next agenda.

**19. To note the next meeting of the Parish Council will be held on Monday 20<sup>th</sup> July 2026, at 7.30pm in the Village Hall.**

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.15pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

LONGHAM PARISH COUNCIL						
YEAR ENDING 31ST MARCH 2026						
FINANCIAL REPORT - AT YEAR END 31ST MARCH 2026						
<b>BUDGET UPDATE</b>	<b>Actual</b>	<b>Budget</b>	<b>To</b>	<b>%</b>	<b>Balance at 01.04.2025</b>	<b>9,611.43</b>
	<b>2024/25</b>	<b>2025/26</b>	<b>date</b>	<b>Spend</b>	Plus Receipts at 31.03.2026	8,288.40
<b>PAYMENTS*</b>					Less Payments at 31.03.2026	8,927.87
Admin	964	1,239	1,192	96%	<b>TOTAL</b>	<b>8,971.96</b>
Salary	2,063	2,199	2,164	98%	<b>Bank Balance at 31.03.2026</b>	
Open Spaces	2,105	2,525	1,970	78%	Unity Trust Current Account	630.65
Clay Pits	1,445	900	900	100%	Unity Trust Instant Access	8,491.31
Donations	1,075	1,050	1,050	100%	<b>TOTAL</b>	<b>9,121.96</b>
Defibrillator	-	50	72	144%	Less outstanding payments	150.00
Maintenance	-	-	1,098		Plus outstanding receipts	0.00
<b>TOTAL</b>	<b>7,652</b>	<b>7,963</b>	<b>8,447</b>	<b>106%</b>	<b>TOTAL</b>	<b>8,971.96</b>
<b>RECEIPTS</b>					including:	
Precept	7,500	7,500	7,500	100%	Defibrillator	27.81
Bank Interest	224	50	168	335%	Clay Pits Reserve*	455.33
Wayleaves	-	-	-		Village Hall Reserve	1,700.00
Recycling	263	250	244	97%	<b>General Reserve</b>	<b>6,788.82</b>
<b>TOTAL</b>	<b>7,800</b>	<b>7,800</b>	<b>7,911</b>	<b>101%</b>	*includes 25/26 budget £900	
<b>SURPLUS/DEFICIT</b>	<b>(7,652)</b>	<b>(163)</b>	<b>(536)</b>			

LONGHAM PARISH COUNCIL						
YEAR ENDING 31ST MARCH 2027						
FINANCIAL REPORT - MAY 2026						
<b>BUDGET UPDATE</b>	<b>Actual</b>	<b>Budget</b>	<b>To</b>	<b>%</b>	<b>Balance at 01.04.2026</b>	<b>8,971.96</b>
	<b>2025/26</b>	<b>2026/27</b>	<b>date</b>	<b>Spend</b>	Plus Receipts at 30.04.2026	4,510.55
<b>PAYMENTS*</b>					Less Payments at 30.04.2026	301.52
Admin	1,192	1,274	605	47%	<b>TOTAL</b>	<b>13,180.99</b>
Salary	2,164	2,310	370	16%	<b>Bank Balance at 30.04.2026</b>	
Open Spaces	3,068	2,542	721	28%	Unity Trust Current Account	4,866.08
Clay Pits	900	1,500	1,500	100%	Unity Trust Instant Access	8,491.31
Donations	1,050	1,050	-	0%	<b>TOTAL</b>	<b>13,357.39</b>
Defibrillator	72	50	50	100%	Less outstanding payments	176.40
<b>TOTAL</b>	<b>8,446</b>	<b>8,726</b>	<b>3,246</b>	<b>37%</b>	Plus outstanding receipts	0.00
<b>RECEIPTS</b>					<b>TOTAL</b>	<b>13,180.99</b>
Precept	7,500	8,300	4,150	50%	including:	
Bank Interest	168	50	-	0%	Defibrillator*	77.81
Wayleaves	-	225	-		Clay Pits Reserve*	1,955.33
Recycling	244	150	-	0%	Village Hall Reserve	1,700.00
<b>TOTAL</b>	<b>7,912</b>	<b>8,725</b>	<b>4,150</b>	<b>48%</b>	<b>General Reserve</b>	<b>9,447.85</b>
<b>SURPLUS/DEFICIT</b>	<b>(534)</b>	<b>(1)</b>	<b>904</b>		(*includes 2026 budget)	